DOCUMENT RESUME

ED 377 599 EC 303 522

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TITLE	Preventing Fire Death and Injury, Conducting a Fire Drill in a Group Home [and] When You Need a Fire Safety Expert. National Fire Safety Certification System. Continuing Education Program. Volume 1, Numbers 1-3.
INSTITUTION	Walker (Bonnie) and Associates, Inc., Crofton, MD.
SPONS AGENCY	Department of Health and Human Services, Washington, D.C.
PUB DATE	90
CONTRACT	DHHS-105-88-1020; DHHS-105-89-1020
NOTE	46p.
AVAILABLE FROM	Bonnie Walker & Associates, Inc., 2139 Espey Court, Suite 16, Crofton, MD 21114 ($5).
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Adults; Attendants; *Developmental Disabilities; *Fire Protection; Group Homes; Prevention; *Residential Institutions; *Safety; Staff Development; Training Methods
IDENTIFIERS	Experts; Fire Drills; *Fire Safety Education

ABSTRACT

Three booklets provide fire safety information for staff of residential facilities serving people with developmental disabilities. Booklets focus on: (1) preventing fire death and injury, (2) conducting a fire drill in a group home, and (3) the role of fire safety experts. The first booklet stresses the elimination of the following dangers: unprotected vertical openings, lack of smoke detectors and sprinkler system, hazardous interior finish, key-operated deadbolt locks, absence of fire emergency plan, lack of alternate escape route, inadequate supervision, and delayed alarms. The second booklet shows how to teach clients fire emergency procedures, which include: escape routes; practice drills; stop, drop, and roll; taking refuge; announced drills; surprise drills; a meeting place; and staff tasks in fire drills. The third booklet looks at the roles of fire marshals, fire protection consultants, architects, electricians, electrical inspectors, equipment maintenance firms, and fire departments. Hypothetical questions by facility administrators are matched with the appropriate fire safety experts. Quizzes, puzzles, and games in all three booklets allow for immediate review of the information provided. (DB)

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ED 377 599

Preventing Fire Death and Injury
Volume 1 Number 1

Conducting a Fire Drill in a Group Home
Volume 1 Number 2

When You Need a Fire Safety Expert
Volume 1 Number 3

A Publication of the National Fire Safety Certification System

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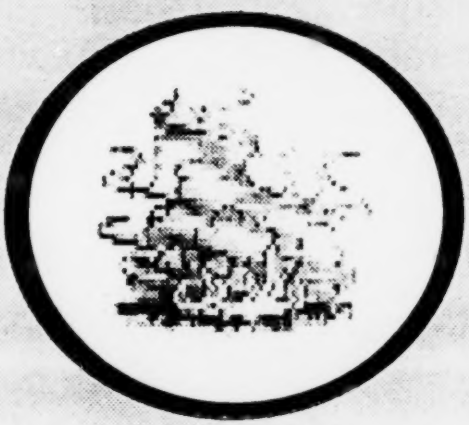
Preventing Fire Death and Injury



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$4.99

Volume 01, Number 1

ACKNOWLEDGEMENTS

This project was guided by an Advisory Board whose membership consisted of the following individuals:

John Bryan, D. Ed., P.E., Chairman of the Department of Fire Protection Engineering, University of Maryland, College Park, Maryland.
Terezie Bohrer, R.N., M.S.W., Director of Disability Support Services, Prince George's County Health Department, Prince George's County, Maryland.
Harry L. Bradley, B.S., P.E., Fire Marshal, State of Maryland.
Harold D. Hicks, Jr., B.S., P.E., President, Atlantic Code Consultants, Annapolis, Maryland.
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Special thanks to Vernard Evans, Project Officer, Department of Health and Human Services, Washington, D.C., the administrative staff and board of directors of Melwood Training Center, and Marjorie Owens, Housing Specialist for Project Home, Maryland Department of Human Resources.

Logo design by Joanne Mekis.
Photographs by the Fairfax Volunteer Fire Department, Bonnie Walker, Susan Shemanski, and Mark Daniels.
Cover design and graphics by Bonnie Walker & Associates.
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This project was prepared pursuant to the United States Department of Health and Human Services Contract Number 105-88-1020 and 105-89-1020. The statements and conclusions herein are those of Bonnie Walker & Associates and do not necessarily reflect the views or policies of the sponsoring agency.

The fire stories in this pamphlet are based on real-life events or possible events that can occur in residential board and care homes. The stories are meant to provide examples of common ways that fires start and get out of control.

INTRODUCTION

Are you prepared for a fire? Fires are an unexpected occurrence, yet every day an average of 2,100 fires occur in residential homes throughout the United States, killing over 4,000 people each year.

You can't prevent all fires from starting, but you can help prevent death and injury by being prepared for a fire emergency.

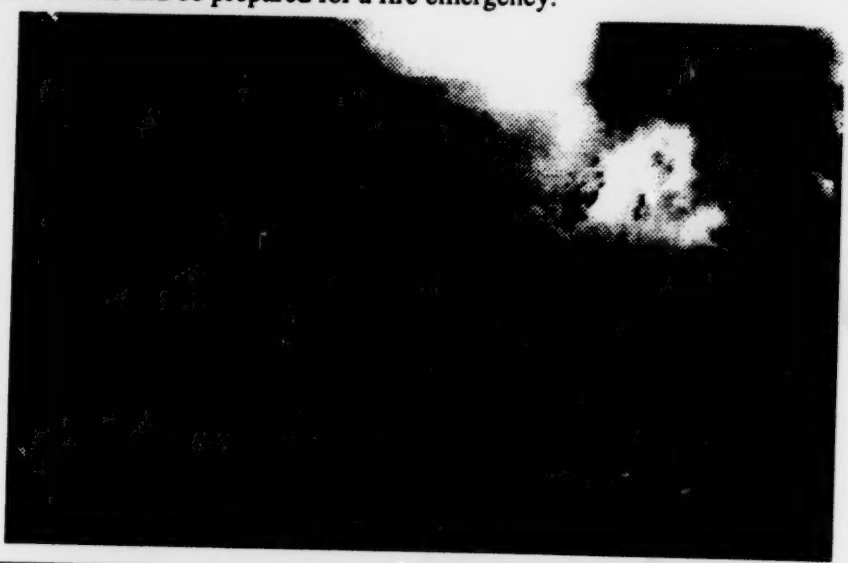
Do you have the proper fire safety equipment?
Is your home properly protected to keep fires from getting out of control?
Do you have a fire emergency plan?

If you don't have the proper equipment, the proper protection for your home, and a practiced fire emergency plan, you and your clients could die or be seriously injured in a fire. PREPARATION and PLANNING are the keys to saving lives.

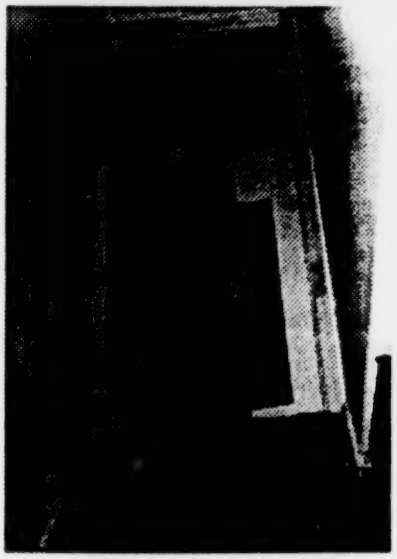
This pamphlet describes situations which allow a small fire to spread quickly, get out of control, and endanger your life and the lives of your clients. These situations include:

- Unprotected Vertical Openings
- Lack of Smoke Detectors
- No Sprinkler System
- Hazardous Interior Finish
- Key Operated Deadbolts Locks
- No Fire Emergency Plan
- No Alternate Escape Route
- Inadequate Supervision
- Delayed Alarm

Eliminating these factors from your home WILL save lives in a fire emergency. It is your job to protect your clients and be prepared for a fire emergency.



UNPROTECTED VERTICAL OPENINGS



On July 26, 1980, an electrical spark started a fire in the ceiling above a basement recreation room in the Brinkley Inn in Bradley Beach, New Jersey. The fire spread rapidly up the unprotected stairways of this home for the elderly and mentally ill. Smoke inhalation killed twenty-four of the thirty-eight clients.

- Vertical openings are passageways through which smoke can travel upwards through a building.
- **Vertical openings** include stairways, elevator shafts, laundry chutes, and conduits for utilities.
- During a fire, smoke rises. If vertical openings are left unprotected, smoke will quickly spread throughout a building.
- Install tight doors or hatches at every vertical opening to prevent the spread of smoke.

Smoke inhalation is often more deadly than the fire itself. Unprotected stairways allow this deadly smoke to quickly spread throughout your home.

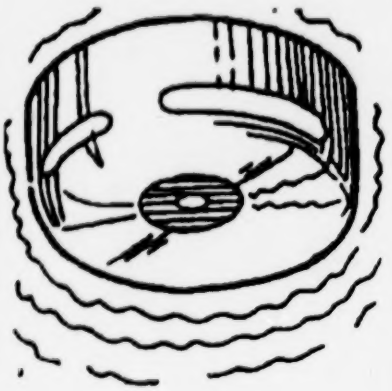
Can you answer these questions?

Circle the letter of the correct response.

1. Twenty-four of the thirty-eight clients in the Brinkley Inn were killed by_____.
   - A. heat from the fire
   - B. smoke from the fire
   - C. flames from the fire
2. A _____ is a vertical opening.
   - A. bedroom door
   - B. stairwell
   - C. window
3. The best way to protect vertical openings is to _____.
   - A. install flashing lights at the top of the openings
   - B. permanently close off all vertical openings
   - C. install a self-closing door or hatch at all vertical openings

LACK OF SMOKE DETECTORS

A space heater placed too close to a sofa caused a fire in a New York board and care home. The space heater caused the sofa to smolder, creating large amounts of smoke. The smoke traveled quickly to the upstairs bedrooms, suffocating eight sleeping clients. Fire officials reported that if the home had been equipped with smoke detectors, the clients would have had plenty of time to escape.



- Smoke detectors can help save lives by sounding an alarm and alerting the residents when smoke is present.
- Smoke detectors can be battery-operated or electrically-powered.
- Smoke detectors should be placed near or inside each separate sleeping area and on each additional story of the house, including the basement and attached garage.
- Smoke detectors should be tested at least once a month to be sure that they are operating correctly.

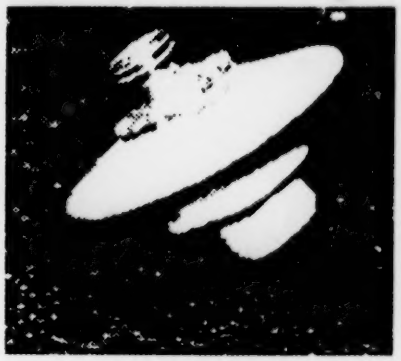
Electrically-powered smoke detectors with a battery-operated back-up should be used in residential care homes.

Can you answer these questions?

Circle the letter of the correct response.

1. If _____ had been installed in the New York board and care home, the eight clients might have had time to escape.
   - A. fire extinguishers
   - B. water hoses
   - C. smoke detectors
2. Smoke detectors are activated by _____.
   - A. heat
   - B. flames
   - C. smoke
3. Smoke detectors should be tested at least _____.
   - A. once a month
   - B. twice a year
   - C. once a year

NO SPRINKLER SYSTEM



On October 6, 1989, careless smoking caused a fire that killed twelve elderly people and injured ninety-six at the Hillhaven Rehabilitation and Convalescent Center in Norfolk, VA. Fire Chief Thomas Gardner reported that more lives could have been saved if there had been a sprinkler system. Although new facilities similar to Hillhaven require sprinkler systems, Hillhaven was not required to install one.

- A sprinkler system is a pipe network filled with water that has sprinkler heads located throughout the building.
- When the heat intensity from a fire reaches a certain set temperature at the sprinkler head, water is released. Each sprinkler head activates independently, so no general water damage occurs in areas of the building unaffected by the heat of the fire.
- Sprinklers usually extinguish a fire before it has the opportunity to get out of control. In most cases, one activated sprinkler head is enough to extinguish the fire.
- Sprinkler systems should be installed in residential care homes.

The National Fire Protection Association (NFPA) has no record of a multiple fire death (3 or more people killed) in a building with a functioning sprinkler system.

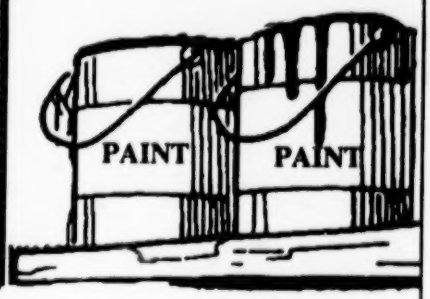
Can you answer these questions?

Circle the letter of the correct response.

1. When does a sprinkler activate?
   - A. When the heat intensity reaches a set temperature.
   - B. When enough smoke is present.
   - C. As soon as toxic gases have filled the room.
2. Each sprinkler head activates _____.
   - A. at the same time
   - B. independently of the other sprinklers
   - C. when the sprinkler next to it activates
3. Sprinkler systems_____extinguish fires before they get out of control.
   - A. rarely
   - B. are not meant to
   - C. usually

HAZARDOUS INTERIOR FINISHES

A smoldering cigarette ignited an upholstered chair in a fire that started in an Atlanta, Georgia care home. The fire started small, but quickly spread once the wallpaper and wood paneling were exposed to the flame. Because of the highly combustible interior finishes, the fire completely engulfed the home in a matter of minutes. Seven clients were killed.



- An interior finish is anything on walls and ceilings that can catch on fire and spread the fire.
- Interior finishes include plaster, wallboard, wood, plywood paneling, ceiling tiles, plastics, wallpaper, paint, etc.
- An interior finish contributes to faster growth of fire by spreading fire over walls and ceilings.
- There are three classes of flamespread for an interior finish—A, B, and C. Class A has the lowest flamespread (most fire retardant), Class B is moderate (average fire retardance), and Class C has the highest flamespread (least fire retardant.)
- Only Class A or Class B interior finishes are suitable for board and care homes. Avoid interior finishes which do not display a class rating.

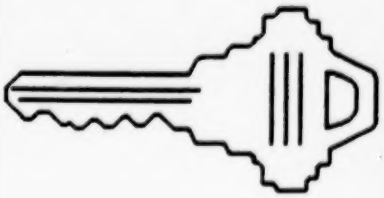
Class A interior finishes are the safest and are the most recommended for residential care homes.

Can you answer these questions?

Circle the letter of the correct response.

1. An interior finish is anything on _____ that can catch on fire and spread the fire.
   - A. floors and furniture
   - B. walls and ceilings
   - C. the outside of your home
2. Class C interior finish contributes to the _____ of fire by spreading the fire over walls and ceilings.
   - A. slower growth
   - B. limited growth
   - C. faster growth
3. _____ interior finish is the safest rated material.
   - A. Class A
   - B. Class B
   - C. Class C

KEY OPERATED DEADBOLT LOCKS



A fire of undetermined cause started in a sleep sofa in a back bedroom of a Texas home. The fire burned slowly at first, filling the entire house with smoke. Neighbors notified the fire department, but it was too late; five people were dead. A deadbolt had prevented them from escaping. Firefighters found the bodies of the trapped victims near the deadbolted front door.

- Key operated deadbolts are locks that use a key to slide a bolt that locks and unlocks a door.
- Key operated deadbolt locks are hazardous because a key is needed to unlock them from the inside. They could trap people inside the house.
- Staff should not install key operated deadbolts in residential care homes.
- If the staff wants deadbolt-type locks for protection, they can buy the type of deadbolt that has a turn knob on the inside, so that it can be opened without a key.
- To keep clients from wandering out, replace the deadbolt with a door alarm that will sound a buzzer when the door is opened. These alarms are fairly inexpensive.

Key operated deadbolts can trap people inside houses.

Can you answer these questions?

Circle the letter of the correct response.

1. Deadbolts are key operated locks that have a metal bolt that _____.
   - A. nails the door shut
   - B. screws into the wall
   - C. slides to lock and unlock the door
2. Deadbolts are hazardous in a fire emergency because they _____.
   - A. lock people out of the house
   - B. lock people inside of the house
   - C. allow strangers to enter the house easily
3. Hazardous deadbolts open from the inside _____.
   - A. without a key
   - B. with a key
   - C. with a screwdriver

NO FIRE EMERGENCY PLAN

On April 19, 1983, a cigarette ignited a mattress in a second story bedroom at the Central Community Home in Worcester, Massachusettes. Seven clients were killed. Although the building was equipped with a manual fire alarm system, multiple station smoke detectors, and emergency lighting, no fire drills had ever been conducted. The home had no fire emergency plan.

Be sure to include pets in your fire emergency plan.

- Evacuation training includes monthly fire drills in which residents must evacuate using both the primary and alternate escape routes. Time all fire drills. The goal is to evacuate in three minutes or less.

- Without proper evacuation training, residents could become disoriented and not know the escape routes for evacuation.

- Everyone in the home should participate in practice, announced, and surprise drills.
  Practice–walk thru drills.
  Announced–drills which the residents and staff know are going to happen.
  Surprise–drills which all residents and most staff members don't know about.

- Conduct a fire drill at least once a month and every time a new client or staff member moves in.

Without fire drills, people might not know the safest escape route in a fire emergency.

Can you answer these questions?

Circle the letter of the correct response.

1. If the Central Community Home had a _____, the clients might not have been killed in the fire.
   A. practiced fire emergency plan
   B. rope escape ladder
   C. fire extinguisher
2. Evacuation training includes _____ fire drills, in which residents must evacuate using both the primary and the alternate routes.
   A. yearly
   B. monthly
   C. daily
3. How many different types of fire drills are there?
   A. One (practice drills).
   B. Two (announced and surprise drills).
   C. Three (practice, announced, and surprise drills).

NO ALTERNATE ESCAPE ROUTE

In Beverly, Massachusetts, fourteen people were killed and thirteen injured when flames ripped through a three story home. The fire apparently started in the stairway, trapping people on the second and third floors. There was no alternate escape route from the second and third floors.

- There should be two escape routes from every story of your home.
- Having only one escape route from the second floor can be deadly. How will you and your clients escape if that route is blocked by dense smoke or flames?
- If there is only one stairway in a multi-story house, then install a permanent outside fire escape.
- Monthly fire drills should be conducted. Three times a year, the primary route should be temporarily blocked so that everyone is forced to use the alternate route.

There must be at least two ways to escape from every floor of your home. One stairway is not enough for a multi-story house.

Can you answer these questions?

Circle the letter of the correct response.

1. Why couldn't the clients escape from the Beverly, Massachusetts home?
   - A. They were mobility impaired.
   - B. There was no alternate escape route from the second and third floors.
   - C. They didn't know there was a fire.
2. How many escape routes should there be from every story?
   - A. At least one.
   - B. At least two.
   - C. At least three.
3. Monthly fire drills should be conducted using _____.
   - A. the primary escape route only
   - B. the alternate escape route only
   - C. both the primary and alternate escape routes

INADEQUATE SUPERVISION

Grease left on the stove caused a fire in a Pennsylvania residential care home. Flames leapt from the grease-filled pan, igniting the kitchen window draperies. Smoke quickly spread throughout the house. The staff member on duty had gone to the store and left the home unsupervised. Three clients were killed in the blaze.

- Staff are responsible for the safety of their clients—this includes safety from fire.
- Clients who require 24 hour supervision should not be left alone in the house, even for a few minutes.
- Staff members are responsible for injuries to their clients if they leave the house unsupervised.

Clients who require 24 hour supervision should never be left unsupervised. The staff is responsible for the safety of their clients.

Can you answer these questions?

Circle the letter of the correct response.

1. The three deaths in the Pennsylvania board and care home fire were blamed on _____.
   - A. inadequate supervision by the staff
   - B. lack of a fire extinguisher
   - C. lack of a fire escape ladder
2. _____ are directly responsible for the safety of the clients.
   - A. Staff members
   - B. Family of the clients
   - C. Other clients
3. Clients who require 24 hour supervision should be _____.
   - A. left alone in the house
   - B. supervised at all times
   - C. taught to leave the house on their own

DELAYED ALARM

On February 21, 1988, sparks from a woodstove ignited a pile of wood in the living room of a Virginia care home. Fire spread quickly throughout the home. Notification of the fire department was delayed while residents attempted to fight the fire with a fire extinguisher. Twelve people died in the fire.

- Staff should evacuate all residents and call the fire department before they even consider attempting to fight a fire.
- In most cases, fires spread too quickly to be put out using fire extinguishers.
- Evacuation is the most important task for staff. Leave firefighting to the fire department.

The most important task for staff is to be sure that everyone has been evacuated from the building.

Can you answer these questions?

Circle the letter of the correct response.

1. Twelve clients were killed in the Virginia fire because _____.
   - A. evacuation of residents and notification of the fire department was delayed while residents tried to fight the fire
   - B. there was no fire department nearby
   - C. fire extinguishers were not kept in the house
2. The most important task for staff in a fire emergency is to _____.
   - A. fight the fire
   - B. flee and scream for help
   - C. get everyone out of the building
3. In most cases, fires_____.
   - A. can be extinguished easily using a fire extinguisher
   - B. can be extinguished easily using a garden hose
   - C. cannot be easily extinguished by clients or staff

WORD SEARCH

DIRECTIONS: *Read the sentences below. Decide which word best fits the blank and write it in the blank. Then find that word in the puzzle. Words can run across, down, backwards, and on the diagonal.*

A	Z	Y	E	V	A	C	U	A	T	E	X	C	D	F	G	L	F
X	D	L	V	B	R	X	L	M	O	Z	T	F	B	A	F	T	S
E	D	O	U	C	U	T	D	N	Q	U	W	D	Q	W	U	V	Y
D	C	L	B	T	I	Q	Z	G	N	I	P	E	E	L	S	O	O
I	C	Y	W	Y	C	I	S	V	P	D	L	R	L	S	P	N	S
S	T	N	G	N	N	U	R	W	A	H	W	C	S	B	R	H	T
N	T	V	R	M	R	S	M	V	R	V	O	S	A	Q	I	O	W
I	W	F	S	P	Q	F	H	O	C	I	O	N	P	T	N	B	T
T	O	T	R	T	B	W	I	D	V	D	N	S	M	P	K	N	M
P	O	I	Y	S	L	R	G	T	I	O	T	T	B	F	L	G	S
B	S	Y	R	F	E	B	H	R	U	Q	L	O	N	M	E	R	T
E	V	J	W	T	W	C	D	N	N	C	Y	C	V	V	R	U	S
I	U	U	N	S	I	T	C	W	I	T	S	O	I	E	R	N	I
Q	X	I	C	H	F	E	H	R	O	I	R	E	T	N	I	Q	M
W	T	W	Q	C	D	M	Y	L	E	H	G	Z	M	P	B	T	X
Y	Y	B	P	E	U	P	Q	D	X	T	T	E	M	S	I	A	E
T	D	F	S	C	Y	E	K	O	F	Y	A	N	R	S	B	O	V
F	W	H	C	G	S	R	Q	A	B	B	D	N	O	R	N	F	S
I	Y	D	U	E	L	A	O	I	Q	R	X	T	R	M	U	T	G
G	T	T	P	C	A	T	U	P	Y	P	S	Q	S	E	U	O	S
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G	H	L	Z	C	T	B	R	E	F	W	V	R	I	O	A	G	B
V	T	S	B	T	U	G	T	V	F	P	T	S	G	C	U	M	V
C	N	W	C	E	D	Y	I	H	T	B	B	Y	N	U	E	Z	I
S	J	U	F	G	H	V	C	U	F	R	P	S	F	T	K	V	Q
N	I	C	L	A	S	S	A	T	B	Y	I	I	H	G	O	P	V
K	T	S	P	S	V	S	L	U	S	P	U	M	T	U	M	R	F
B	Y	F	F	A	T	S	L	S	H	R	B	P	Q	M	S	R	Q

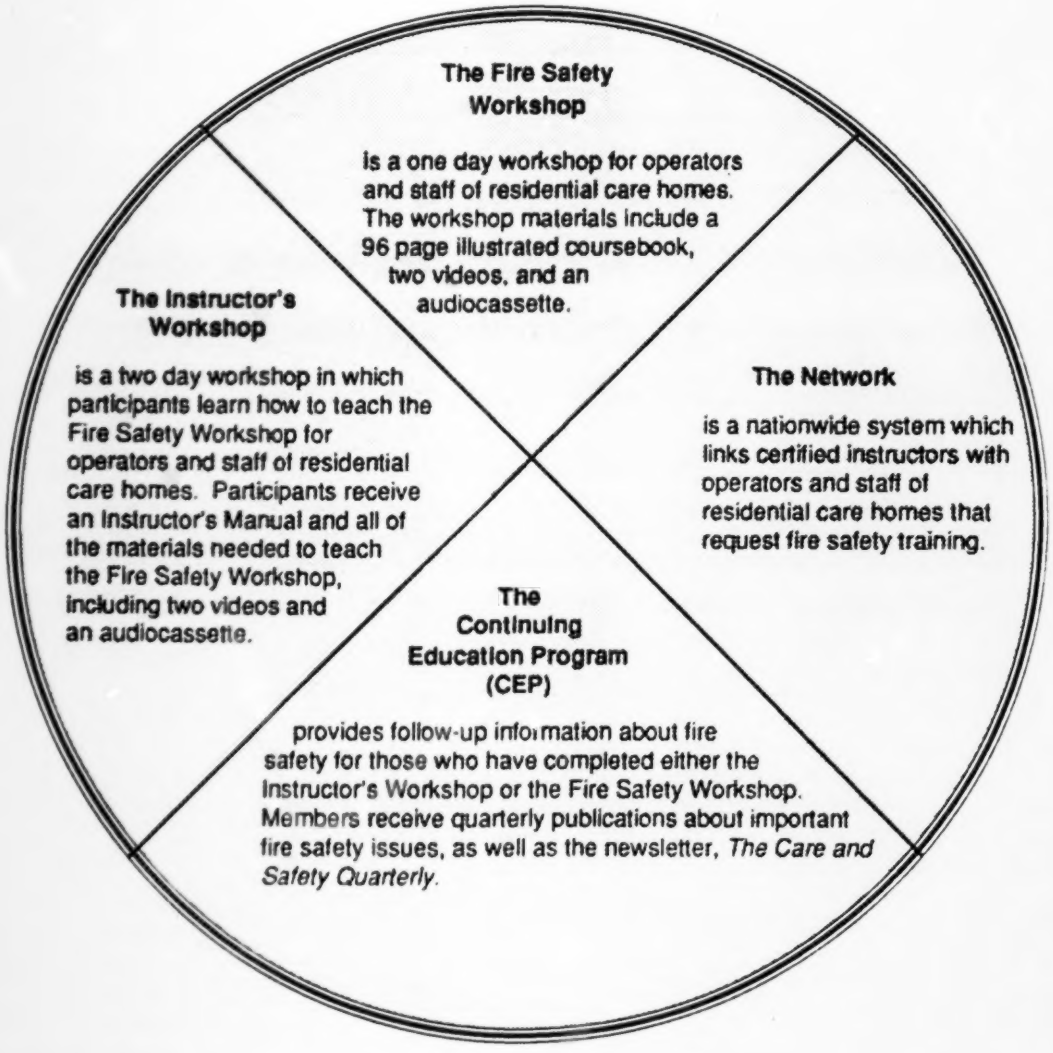
HINT: Here is the list of words that complete the sentences below.

alternate
announced
Class A
evacuate
fighting
inside
interior
key
month
practice
sleeping
smoke
sprinkler
staff
surprise
temperature
two
vertical

1. A _____ opening is a passageway through which smoke can travel upwards through a building.
2. The three types of fire drills are _____, _____, and _____.
3. At least once a _____, test your smoke detector.
4. Evacuation practice should be done using both the primary and the _____ route.
5. There must be at least _____ ways to escape from every floor of your home.
6. Deadbolts are _____ operated locks that have a metal bolt that slides up and down to lock and unlock the door.
7. _____ are liable for injuries to their residents if they leave the house unsupervised.
8. When the heat intensity from a fire reaches a certain _____, water is released from sprinkler heads.
9. _____ interior finishes are the safest.
10. Unprotected vertical openings allow _____ to spread throughout your home.
11. The most important task for staff in a fire emergency is to _____ the residents.
12. Leave fire _____ to the fire department!
13. Place your smoke detectors near or inside each separate _____ area and on each additional story of your home.
14. A _____ system is a pipe network filled with water that has heads located throughout the building.
15. Key operated deadbolts are hazardous because they lock people _____ a house.
16. _____ finishes are anything on walls and ceilings that can catch on fire and spread the fire.

THE NATIONAL FIRE SAFETY CERTIFICATION SYSTEM

The National Fire Safety Certification System was developed by Bonnie Walker and Associates to prevent fire deaths and injuries in residential care homes. This publication is part of the Continuing Education Program.


The Fire Safety Workshop
is a one day workshop for operators and staff of residential care homes. The workshop materials include a 96 page illustrated coursebook, two videos, and an audiocassette.
The Instructor's Workshop
is a two day workshop in which participants learn how to teach the Fire Safety Workshop for operators and staff of residential care homes. Participants receive an Instructor's Manual and all of the materials needed to teach the Fire Safety Workshop, including two videos and an audiocassette.
The Network
is a nationwide system which links certified instructors with operators and staff of residential care homes that request fire safety training.
The Continuing Education Program (CEP)
provides follow-up information about fire safety for those who have completed either the Instructor's Workshop or the Fire Safety Workshop. Members receive quarterly publications about important fire safety issues, as well as the newsletter, The Care and Safety Quarterly.

For more information on the Fire Safety Workshop, Instructor's Workshop, Continuing Education Program, or Network, contact:

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ANSWER KEY

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7. staff
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9. Class A
10. smoke
11. evacuate
12. fighting
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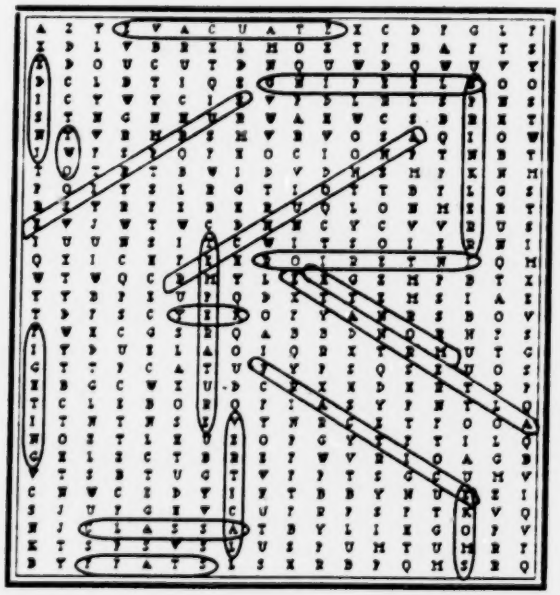

Items in this series include:

Booklets

Preventing Fire Death and Injury

When You Need a Fire Safety Consultant

Videos with training guide

The Need for Fire Safety

Conducting a Fire Drill in a Group Home

FIRE SAFETY FOR SPECIAL POPULATIONS

Bonnie Walker and Associates, 3501

64-7694

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EC

Conducting a Fire Drill in a Group Home

bwa

A Publication of the National Fire Safety Certification System

$4.99

Volume 01, Number 2

ACKNOWLEDGEMENTS

This project was guided by an Advisory Board whose membership consisted of the following individuals:

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Special thanks to Vernard Evans, Project Officer, Department of Health and Human Services, Washington, D.C., Marjorie Owens, Housing Specialist for Project Home, Maryland Department of Human Resources, and the Prince George's County Association for Retarded Citizens.

Logo design by Joanne Mekis.
Photographs by Bonnie Walker and Susan Shemanski.
Cover design and graphics by Bonnie Walker & Associates.
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This guide was designed as a part of the Continuing Education Program (CEP), to accompany the video, *Conducting a Fire Drill in a Group Home*. Additional copies of the video are available to CEP subscribers at a reduced cost and to non-CEP members for $99.95. For additional information about the Continuing Education Program or about the National Fire Safety Certification System, write:

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Introduction

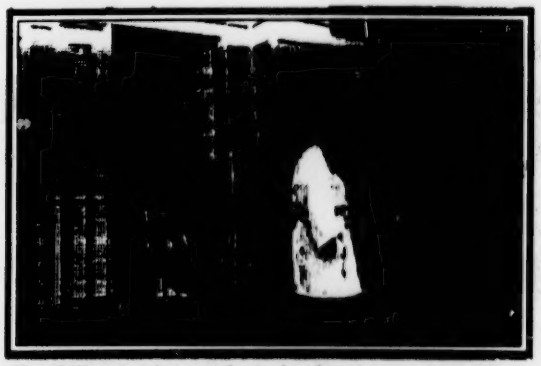
Fires are an unexpected occurrence and yet every day an average of 2,100 fires occur in residential homes throughout the United States, killing over 4,000 people each year.

Do your clients know what to do in a fire emergency? If they don't know what to do when the fire alarm goes off, they could die in a fire. An effective fire emergency plan that you and your clients practice frequently is essential if injuries are to be prevented and lives are to be saved.

This pamphlet is designed as a guide to help you conduct fire drills and teach your clients important fire emergency procedures.

Topics included are:

- Escape Routes
- Practice Drills
- Stop, Drop, and Roll
- Taking Refuge
- Announced Drills
- Surprise Drills
- A Meeting Place
- Staff Tasks in Fire Drills



Fire drills must be conducted at least once a month to prepare staff and clients for a real fire emergency.

Fire Emergency Policies

1. All residents of the home must participate in fire drills including staff, family members, and clients.
2. All fires or threats of fire are to be treated as though an emergency exists. All residents, staff, and family will evacuate according to the emergency plan. The fire department will be called. No one will reenter the home until the fire department declares that the house is safe.

This pamphlet accompanies *Conducting a Fire Drill in a Group Home*, a 10 minute video which was taped in a residential care home.

Escape Routes

What is the primary escape route?
The primary escape route is the way out that you normally use to exit your home.

The primary route usually passes through the front door.

The alternate route often goes through the back door or back balcony.

What is the alternate escape route?
The alternate escape route is a path that you can use to escape if the primary route is blocked.

☑ Checklist for Selecting a Primary and Alternate Escape Route

- ❒ The primary route leads directly from the sleeping area to an outside meeting place.
- ❒ The primary route is your usual exit.
- ❒ Everyone can easily use the primary exit. For example, the exit has ramps if you have clients in wheelchairs.
- ❒ The alternate route does not follow the same path as the primary route. For example, the same stairway is not used for both the primary and the alternate routes.
- ❒ Everyone can easily use the alternate exit.

Draw a floor plan of your home and draw lines on it indicating the primary and alternate escape routes from every room. Post the escape routes in every bedroom.

Practice Drills

A practice drill is a good time to show the clients where the smoke detectors are located.

What is a practice drill?
A practice drill is a walk through drill in which staff show the clients the primary and alternate escape routes and teach them important fire emergency techniques, such as stop, drop, and roll and taking refuge.

When should you have a practice drill?
Have a practice drill at least once a year or whenever a new staff member or client moves into the house.

Time all practice, announced, and surprise fire drills.

☑ Checklist for Conducting a Practice Drill

- ❒ Show the clients where the fire alarms are located. Set off each alarm so that everyone can learn how they sound. If you have both smoke detectors and a manual alarm system, be sure your clients are familiar with the sounds of both alarms. Tell them that the sound of the alarm means there is a fire. (If your alarms are connected to the fire department, call before sounding the alarm.)
- ❒ Show clients the primary escape route. Walk through the route with them until they remember it on their own.
- ❒ Show clients the alternate route. Walk through the route with them until they remember it on their own.
- ❒ Time clients as they evacuate from their bedroom to the outside meeting place using the primary escape route. Clients should be able to evacuate in three minutes or less.
- ❒ Time clients as they evacuate from their bedroom to the outside meeting place using the alternate escape route. Clients should be able to evacuate in three minutes or less.
- ❒ Teach each client the steps involved in a refuge strategy. (See page 4.) Have each one demonstrate those steps.
- ❒ Teach each client the stop, drop, and roll technique. (See page 5.) Have each one demonstrate it.

Everyone must be able to evacuate in three minutes or less. Make changes to the fire emergency plan for those who are slow to evacuate. Move their bedroom closer to the exit or assist them during evacuation.

Taking Refuge

Teach your clients how to take refuge:

1) Explain what "taking refuge" means.

Taking refuge means staying in a room and waiting for help to arrive because fire or thick smoke is blocking all escape routes.

2) Stress that they should only stay in their rooms if fire or thick smoke is blocking all the exits.

3) Teach clients how to take refuge.

If you hear the fire alarm go off in the middle of night, feel the door and doorknob to see if they are hot.

If they are not hot, open the door slowly and evacuate using the nearest exit. Crawl if there is smoke.

If the door or doorknob is very hot (almost too hot to touch) or there is thick smoke, then :

- Stuff clothing or sheets under the door and close all vents to keep the smoke out.
- Dial 911 for help if there is a telephone in the room.
- Wave at the window to people who are outside and if thick smoke enters the room, open a window.
- Stay below the layer of smoke and wait for help to arrive.

Keep emergency numbers like 911 posted beside every telephone.

4) Demonstrate how to feel the door and doorknob and open the door carefully. Show clients how to stuff clothing or sheets under the door and how to close the vents to keep smoke from entering the room. Make each client do it him/herself.

5) Ask your clients these questions:

During a fire, when should you stay in your room and wait for help?

Answer—*When the door is too hot to open or fire or thick smoke is blocking the hallway.*

What should be stuffed under the door?

Answer—*Clothing, sheets, or other cloth material.*

What should you do to the vents?

Answer—*Close them.*

Should you open a window?

Answer—*Only if thick smoke enters the room.*

Stop, Drop, and Roll

Teach your clients about stop, drop, and roll:

1) Explain to the clients why they should stop, drop, and roll.

If your clothing catches on fire, stopping, dropping, and rolling puts out the fire. You should not try to take off your clothes because you will be getting burned while you waste time with zippers and snaps. Also, if you try to pull a burning shirt over your head, you may burn your face.

2) Teach clients how to stop, drop, and roll.

STOP

Stop immediately. Running only fans the fire, spreading it and making it grow.

DROP

Fall to the floor or ground. The floor or ground provides a surface to roll on.

ROLL

Roll from side to side. Rolling puts out the fire by smothering it. Remember to cover your face with your hands to protect your eyes and face from the fire.

3) Demonstrate how to stop, drop, and roll and then make the clients practice it themselves.

Remember, never run if your clothing is on fire!

4) Ask the clients these questions:

If your clothing catches on fire, should you run?

Answer—*No.*

If your clothing catches on fire, what should you do?

Answer—*Stop, drop, and roll.*

What should you do with your hands while you are rolling?

Answer—*Cover your face.*

Announced Drills

What is an announced fire drill?
An announced drill is a fire drill which everyone knows about before it happens.

Have drills during the day,

and at night.

When should you have an announced drill?
Have at least one announced drill every month, unless a surprise drill was conducted that month.
Have drills at different times during the day and night.
Every year, have at least one drill between:

6:00 a.m. and 9:00 a.m.
9:00 a.m. and 4:00 p.m.
4:00 p.m. and 11:00 p.m.
11:00 p.m. and 6:00 a.m.

Checklist for Conducting an Announced Drill

- ❒ Tell the clients and other staff members that they will be having a fire drill soon. Select a different time period than the time of the previous drill.
- ❒ If the smoke alarm is connected to the fire department, call before sounding the alarm.
- ❒ At least twice a year, block off the primary escape route. This forces clients to evacuate using the alternate route.
- ❒ Activate the smoke alarm.
- ❒ Time the clients. Write down the time that the last person arrives at the meeting place. Everyone should be out in less than three minutes.
- ❒ Take roll to be sure that all residents of the home (staff, clients, family members, and pets) have evacuated.
- ❒ Complete a Resident's Fire Drill Performance form on page 10 for anyone who did not get out within three minutes. Make changes to the fire emergency plan to assist people who are slow to evacuate. Move their bedrooms closer to the exit or assist them during evacuation.
- ❒ Record the fire drill for your files using the Fire Drill Evaluation Form on page 11.

Everyone should keep important things beside their beds at night so they can get out quickly and not waste time looking for robes, slippers, glasses or other personal things.

Surprise Drills

SHH! No one else is supposed to know about surprise drills before they happen.

What is a surprise drill?
A surprise drill is a fire drill which all clients and most staff members don't know about before it happens.

When should you have a surprise drill?
Have a surprise drill three times a year. Have drills at different times during the day and night.

When the fire alarm goes off, everyone must get out as quickly as they can.

☑ Checklist for Conducting a Surprise Drill

- ❒ Do not tell the clients and other staff members that they will be having a fire drill. Select a different time period than the time of the previous drill.
- ❒ If the smoke alarm is connected to the fire department, call before sounding the alarm.
- ❒ At least once a year, block off the primary escape route so that clients can practice using the alternate route to evacuate.
- ❒ Activate the smoke alarm.
- ❒ Time the clients. Write down the time that the last person arrives at the meeting place. Everyone should be out in less than three minutes.
- ❒ Take roll to be sure that all residents of the home (staff, clients, family members, and pets) have evacuated.
- ❒ Complete a Resident's Fire Drill Performance form on page 10 for anyone who did not get out within three minutes. Make changes to the fire emergency plan to assist people who are slow to evacuate. Move their bedrooms closer to the exit or assist them during evacuation.
- ❒ Record the fire drill for your files using the Fire Drill Evaluation Form on page 11.

Three surprise drills a year is enough. If you have surprise drills too often, clients may begin to take the alarm for granted and may not evacuate as quickly as they should.

A Meeting Place

What is a meeting place?
A meeting place is the area where everyone meets after evacuating the home during a fire emergency.

Ask your neighbors if you can use their house for your meeting place.

Why is it important to have a meeting place?
Having a meeting place is important because it keeps everyone together, giving staff a chance to take roll and see if anyone is missing. Without a meeting place, clients would be wandering around outside and could try to reenter the house before it is safe.

☑ Checklist for Choosing a Meeting Place

- ❒ The meeting place is a safe distance (at least 50 feet) from the house.
- ❒ The meeting place is within sight of the primary and alternate escape points.
- ❒ The meeting place is protected from rain, wind, and snow.
- ❒ The meeting place is in front of the house so that staff can greet the fire department and direct the firefighters to the house.

A neighbor's home across the street is an ideal meeting place. Get your neighbors involved in your fire safety plan.

Staff Tasks

During a fire emergency, staff must act quickly. Here is a checklist for staff to follow. Practice these procedures during all fire drills.

☑ Checklist for Staff

❑ 1. Sound the alarm.

❑ 2. Be sure each resident or temporary occupant of the home is out of the house, including staff, family members, clients, guests, and pets.

Check off each person. (List their names here with any special needs.)

❑ _____
❑ _____
❑ _____
❑ _____
❑ _____
❑ _____

❑ 3. Call the fire department only in a real fire emergency. **911**
Tell them the exact address. Describe the emergency.
Be sure you can give them directions if necessary.

Call 911.

❑ 4. Check each room as you are leaving to be sure that all persons have escaped.

❑ 5. Confine the fire (if possible) by closing the door to the room or rooms in which the fire is located. Do not attempt to fight the fire yourself.

❑ 6. Go to the meeting place.
Meet the fire department to tell them the location of the fire.

❑ 7. Stay with the clients at the meeting place to be sure none of them attempt to reenter the building until the fire department says it is safe.

❑ 8. Complete one of the following checklists:
a. THE FIRE DRILL EVALUATION FORM on page 11.
b. THE FIRE REPORT FORM on page 12.

RESIDENT'S FIRE DRILL PERFORMANCE

Complete an individual Resident's Fire Drill Performance form for each person who did not evacuate within 3 minutes.

Resident's Name: _____

Date of Fire Drill: _____

Time of Fire Drill: _____

Type of Fire Drill: ❑ Practice ❑ Announced ❑ Unannounced

Evacuation Route: ❑ Primary ❑ Alternate ❑ Refuge

Where was the resident when the fire alarm sounded? _____

_____

Describe the resident's disability. _____

_____

Did the disability contribute to the resident's inability to evacuate successfully?

❑ Yes ❑ No

If yes, describe any corrective actions recommended.

- ❑ Additional practice.
- ❑ Additional assistance by staff.
- ❑ Additional assistance by other assigned resident.
- ❑ Other, please describe.

Address of facility. _____

Signature of person completing form. _____

Date completed. _____

FIRE DRILL EVALUATION FORM

Complete this form after each fire drill.

Date of drill: _____

Time of day: _____

Type of drill : ❑ Practice
❑ Announced
❑ Surprise

Residents who participated: List clients, staff, and family members.

_____
_____
_____
_____
_____

Time required to evacuate all residents (including staff) from the home: Set off the alarm and then use a stopwatch or watch with a second hand.

___ Minutes ___ Seconds

List anyone including staff and family members who did not evacuate in three minutes or less.

Name	Time Required
_____	_____
_____	_____
_____	_____
_____	_____

Complete an individual Resident's Fire Drill Performance form for each person who did not evacuate within 3 minutes.

Address of facility. _____
Signature of person completing form. _____
Date completed. _____

FIRE REPORT FORM

Complete this form only after an actual fire emergency. Attach a copy of your floor plan showing the emergency evacuation routes and meeting place.

Address of home: _____

Date of fire: _____

Time fire was discovered: _____

Location fire started:

❑	Kitchen	❑	Bedroom
❑	Attic	❑	Basement
❑	Living Room	❑	Dining Room
❑	Garage	❑	Other (please specify) _____

Mark the exact location, if known, on your house plan.

Describe how the fire got started. _____

_____

Who called the fire department? _____

Approximately how long did it take the fire department to respond? _____

Did anyone require medical care? _____

Was anyone transported to the hospital? _____

Describe any injuries. _____

Describe any property damage. _____

Did each client and staff follow the evacuation procedures? List each person who had a problem and describe that problem briefly. _____

_____

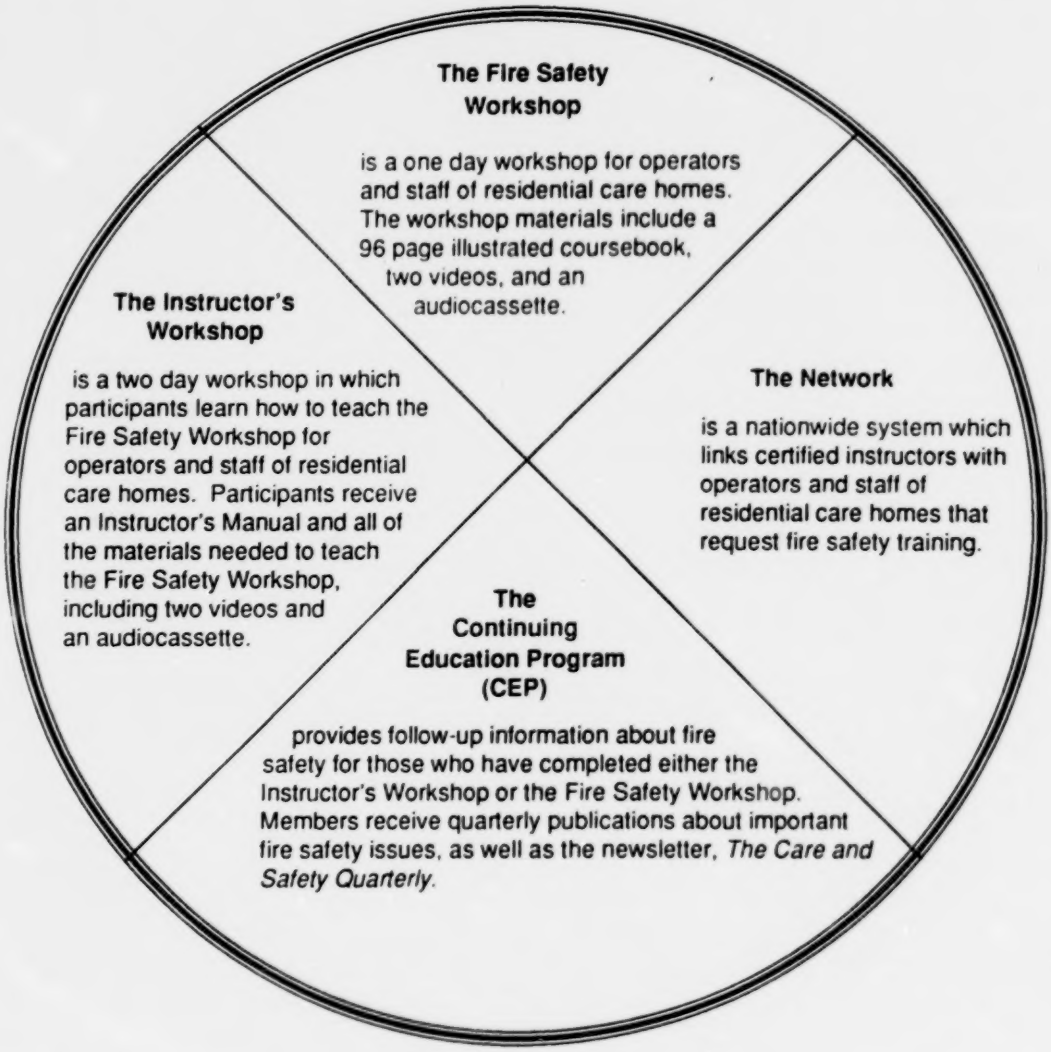
_____

Signature of person completing form. _____

Date completed. _____

The National Fire Safety Certification System

The National Fire Safety Certification System was developed by Bonnie Walker and Associates to prevent fire deaths and injuries in residential care homes. This publication is part of the Continuing Education Program.


The Fire Safety Workshop
is a one day workshop for operators and staff of residential care homes. The workshop materials include a 96 page illustrated coursebook, two videos, and an audiocassette.
The Instructor's Workshop
is a two day workshop in which participants learn how to teach the Fire Safety Workshop for operators and staff of residential care homes. Participants receive an Instructor's Manual and all of the materials needed to teach the Fire Safety Workshop, including two videos and an audiocassette.
The Network
is a nationwide system which links certified instructors with operators and staff of residential care homes that request fire safety training.
The Continuing Education Program (CEP)
provides follow-up information about fire safety for those who have completed either the Instructor's Workshop or the Fire Safety Workshop. Members receive quarterly publications about important fire safety issues, as well as the newsletter, *The Care and Safety Quarterly*.

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Susan Shemanski, Fire Safety Journalist and Assistant Editor
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Special thanks to Harold Hicks, President of Atlantic Code Consultants and to Marjorie Owens, Housing Specialist for Project Home, Maryland Department of Human Resources, for their assistance with this booklet.

Special thanks to Vernard Evans, Project Officer, Department of Health and Human Services, Washington, D.C.

Logo design by Joanne Mekis.
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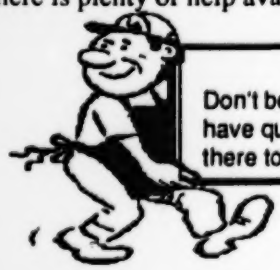
When You Need A Fire Safety Expert

Protecting your clients and your home from fire is not an easy task. Identifying and following the codes, selecting fire safety equipment, and deciding if your home is safe from hazards are all problems that a residential care operator must face. Where can you go for help? There is plenty of help available if you know where to look.



A Helpful Hint

Don't be afraid to ask for help. If you don't know something or if you have questions about fire safety, ask a fire safety expert. They are there to help you.

About the Experts...

Fire Marshals

Fire marshals are code enforcement officers for the local or state government. They are responsible for fire prevention programs and enforcement of the codes in their jurisdiction. Your taxes pay their salary so they do not charge for their services.

Fire marshals are usually the final fire safety authority because they are responsible for making sure that your home meets the codes. If you have a fire safety question, go to your fire marshals first. If they cannot answer your question, they can refer you to a competent fire protection consultant, architect, electrical inspector, electrician, or maintenance firm that can.

Fire Protection Consultants

Fire protection consultants include registered engineers and other professionals who specialize in fire safety. Many of these consultants have a college degree in fire protection engineering or another related field. Fire protection consultants design fire protection systems, analyze and inspect existing systems, install fire safety equipment, and make suggestions for meeting the codes. They usually charge a fixed fee for a job, but if the job is large, they charge approximately $50 to $175 per hour.

Architects

Architects design layouts for new buildings and structural changes for existing buildings. They are responsible for following local building and fire codes in their designs. Architects charge a fixed fee for large jobs. For small jobs, they charge approximately $75 to 90 per hour.

Electricians

Electricians install electrical equipment, following the guidelines of the National Electrical Code. They inspect existing electrical systems for hazards and install new equipment such as hard-wired smoke detectors and intercom systems. They charge approximately $50 to 75 per hour.

Electrical Inspectors

Electrical inspectors are government employees who inspect new and existing homes for electrical hazards. They are part of the building and permits division of local and state governments. Because they are government employees, electrical inspectors don't charge homeowners for their services.

Equipment Maintenance Firms

Equipment maintenance firms inspect and test existing fire safety equipment to be sure it is working correctly. Their prices vary depending on the equipment to be tested. For example, a firm may charge from $15 to $20 to recharge fire extinguishers and charge from $35 to $50 for a sprinkler inspection.

Fire Departments

Fire departments are responsible for fire protection and prevention in their communities. They offer fire prevention programs that include home hazard inspections and public fire safety lectures. They provide services free of charge.

Matching Review

Directions: For each number, find the letter of the job description that matches it. Write the letter of the correct response beside each number.

1. ___ Fire Marshals
2. ___ Fire Protection Consultants
3. ___ Architects
4. ___ Electricians
5. ___ Electrical Inspectors
6. ___ Equipment Maintenance Firms
7. ___ Fire Departments

A. Government employees who inspect new and existing homes for electrical hazards.
B. They are responsible for fire protection in their communities.
C. They design plans for new buildings and changes for existing buildings.
D. They are registered engineers or other professionals who specialize in fire safety.
E. They install electrical equipment.
F. They inspect and test existing fire equipment to be sure it is operating correctly.
G. They are government code enforcement officers.

Answers: 1. G, 2. D, 3. C, 4. E, 5. A, 6. F, 7. B

Do I meet the codes?

My supervisor said that my home may not meet the codes for my area. What are these codes and how can I make my house meet these codes?

Which codes? What standards?

Fire codes are often very difficult to understand. Codes vary depending on who lives in your home, the size of your home, and even the construction of your home.

Your fire marshal or a fire protection consultant can help you understand which codes you need to follow.

There are many different kinds of smoke detectors. Detectors can be battery-operated or hard-wired. Your local codes require certain types of detectors in certain situations.

I am not sure that my smoke detectors meet the requirements of the local building and fire codes. How can I know if I have the correct detectors?

Your fire marshal or a fire protection consultant can tell you which detectors to purchase and where you should install them.

True or False Review

Directions: Decide if the following statements are true or false and then write true or false in the blank provided.

1. ____ **You should never ask for help with the codes because they are always easy to understand.**
2. ____ **Codes often require certain types of detectors in certain situations.**

Answers: 1. False, 2. True

Do my fire safety devices provide enough protection for my clients with special needs?

People with special needs require special fire safety devices. A person with a hearing impairment might not hear a beeping smoke detector and a person with a visual impairment might not see the flashing light on a smoke detector.

My clients have visual and hearing impairments. What devices are available to meet their individual fire safety needs?

Your fire marshal or a fire protection consultant can tell you what devices are available to suit the special needs of your clients. They can also suggest organizations that can give you more information.

Two of my clients are mobility impaired. Does my home need additional fire safety protection?

People with mobility impairments need more time to get out of a house in a fire emergency. You will probably need devices that will allow them the extra time they need to escape. Your home may also need ramps and special equipment for the bathroom.

Your fire marshal or a fire protection consultant can tell you which devices will give your clients the necessary protection that they need. An architect can tell you how to modify your home to suit the needs of a person with a mobility impairment.

True or False Review

Directions: Decide if the following statements are true or false and then write true or false in the blank provided.

1. **____ A smoke detector that beeps is a good device for a person with a severe hearing impairment.**
2. **____ Devices which allow more time to get out of the house in a fire emergency are important for people with mobility impairments.**

Answers: 1. False, 2. True

What can I do to improve the fire safety of my home?

I have a two-story house with only one staircase. What can I do to provide an alternate escape route from a second floor bedroom?

You should have two escape routes from your sleeping area, a primary and an alternate route.

Every bedroom in your home should have two ways out. If you have only one stairway and there is fire or smoke in that stairway, you and your clients could be trapped on the second floor.

You should contact a fire protection consultant or an architect if you are considering putting in a second stairway or outside fire escape.

COSTS BENEFITS

I want to save money, yet make my home as fire safe as possible. Is a residential sprinkler system practical for my home?

Sprinklers save lives. Installing a sprinkler system in your home is the best way to protect you and your clients from fire.

Talk to a fire protection consultant or a sprinkler contractor about the costs and benefits of installing a sprinkler system.

True or False Review

Directions: Decide if the following statements are true or false and then write true or false in the blank provided.

1. ____ **One way out of bedrooms on the second floor is enough.**
2. ____ **Installing sprinklers in your home is the best way to protect you and your clients from fire.**

Answers: 1. False, 2. True

Is my home safe from hazards?

Electrical fires are very hazardous because they often start where no one can see them, such as behind walls or under rugs, and become large before anyone notices them.

The former owner of my house did some electrical wiring. How can I get this checked to be sure it is safe?

If you believe that wiring in your home might be hazardous, call a professional electrician or contact your local electrical inspector.

Recently, we read in the newspaper about a fire in a house similar to ours. Who can we ask to come and inspect our home for fire hazards?

If you can eliminate fire hazards from your home, you eliminate almost all chance of fire. Unfortunately, all fire hazards are not obvious and many are easily overlooked, such as excessive storage in a room or too many extension cords.

A fire marshal or your local fire department can inspect your home for hazards and advise you of how to make your home safer.

True or False Review

Directions: Decide if the following statements are true or false and then write true or false in the blank provided.

1. ____ **Electrical fires are hazardous because they often start where no one can see them.**
2. ____ **Fire hazards are always obvious and easy to find.**

Answers: 1. True, 2. False

Is my fire safety equipment installed properly?

Recently, a professional firm installed hard-wired smoke detectors in our home. The detectors have gone off several times for no apparent reason. What can I do to determine whether they have been improperly installed or whether the devices are not working correctly because they are broken?

Detectors that are placed in the kitchen or bathroom can go off because of smoke from cooking or steam from a shower. If the problem detector is in the kitchen or bathroom, call the company that installed it. However, sometimes even new equipment doesn't work properly.

If you suspect something is wrong with your detector, you should contact an electrician or your local electrical inspector to check the wiring. If the wiring seems all right, you might want to return the detector to the manufacturer and replace it with a new one.

A sprinkler system without enough water and pressure won't protect you in a fire.

Several years ago, a sprinkler contractor installed a system in my home and hooked it up to our local well. Over the past few years, our well water pressure has dropped. Who can tell me if my water pressure is still sufficient for a sprinkler system?

A sprinkler maintenance firm or a fire protection consultant can tell you if you have adequate water and pressure.

True or False Review

Directions: Decide if the following statements are true or false and then write true or false in the blank provided.

1. ____ **If a smoke detector malfunctions, you should disconnect it and forget about it.**
2. ____ **A sprinkler system must have an adequate amount of water at a high enough pressure to work correctly.**

Answers: 1. False, 2. True

Does my fire safety equipment need maintenance?

All fire safety equipment needs maintenance and testing. Equipment doesn't help you if it is not working correctly.

We moved into a house that has a sprinkler system. Does a sprinkler system need maintenance?

You should contact a professional maintenance firm to test and inspect your sprinkler system.

We have several fire extinguishers in our house. How often do they need to be recharged?

Fire extinguishers need to be recharged regularly, even if you have never used them.

You should contact a professional maintenance firm to inspect and recharge your extinguishers.

True or False Review

Directions: Decide if the following statements are true or false and then write true or false in the blank provided.

1. ____ **All fire safety equipment needs maintenance and testing.**
2. ____ **You only need to recharge a fire extinguisher if you use it.**

Answers: 1. True, 2. False

Where Can You Find Good Fire Safety Experts?

Fire Protection Consultants, Architects, Electricians, and Equipment Maintenance Firms

If you know people who have used any of these types of fire safety experts before, ask them for advise on which ones are the best to choose. Ask your supervisors for recommendations on fire safety experts that they have employed. If you still don't know where to find the fire safety expert that you need, look in the telephone book.

For fire protection consultants, look in the yellow pages under *Fire Protection Consultants or Fire Protection Engineers.*

For architects, look in the yellow pages under *Architects.*

For electricians, look in the yellow pages under *Electric Contractors.*

For equipment maintenance firms, look in the yellow pages under *Fire Protection Equipment and Supplies* or *Fire Extinguishers.*

Be sure to call a few different experts to ask about the types of work they do and to compare prices.

Fire Marshals

Look in the state government section of the telephone book under *Fire Marshal.*

Electrical Inspector

Look in the state government section of the telephone book under *Fire Marshal.* Call the fire marshal's office and ask for the phone number of the Office of Building and Permits for your community. The electrical inspector is usually located at the Office of Building and Permits.

Fire Department

Look in the community guide or community services section of the local telephone book under *Fire Department.*

The National Fire Safety Certification System was developed by Bonnie Walker and Associates to prevent fire deaths and injuries in residential care homes. This publication is part of the Continuing Education Program.

The Continuing Education Program provides follow-up information about fire safety for those who have completed either the Instructor's Workshop or the Fire Safety Workshop for residential care providers. Members receive quarterly publications about important fire safety issues, as well as the newsletter, *The Care and Safety Quarterly.*

Attention Non-CEP Members—You Can Still Order Educational Materials at a Discount!!

1. Preventing Fire Death and Injury, pamphlet $4.99 ($3.99 for 5 +)
2. Conducting a Fire Drill in a Group Home, video with guide $99.95, guide only $4.99 ($3.99 for 5 +)
3. When You Need a Fire Safety Expert, pamphlet $4.99 ($3.99 for 5 +)
4. Conducting a Fire Hazard Inspection of Your Home, pamphlet $4.99 ($3.99 for 5 +)

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